



# DEPARTMENT OF MANAGED HEALTH CARE

## EXAMINATION ANNOUNCEMENT FOR

### ASSOCIATE HEALTH PROGRAM ADVISOR

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**OPEN/SPOT: SACRAMENTO.** This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

**FINAL FILING DATE: September 19, 2006**

**HOW TO APPLY:** Submit application (Std Form 678) in person or by mail to:  
**CPS Human Resource Services**  
**ATTN: DMHC-AHPA**  
**241 Lathrop Way**  
**Sacramento, CA 95815**

Application postmarked or personally delivered after the final filing date will not be accepted for any reason. Faxed applications will not be accepted.

**Submit applications only to the above address. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

If you have a disability and need special testing arrangements, mark the appropriate box in Item 2. You will be contacted for specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

**Examination Date:** It is anticipated that interviews will be held in Sacramento during **the month of October 2006.**

**MONTHLY SALARY RANGE: \$4,111 - \$4,997**

**NOTE: All Applicants must meet the education and/or experience requirements by the final filing date.**

#### MINIMUM QUALIFICATIONS:

##### Either I

One year of experience in the California state service performing duties comparable to Health Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

##### Or II

Experience: Three years of progressively responsible experience in health program administration, at least one year of which shall have included significant responsibility in a program such as is normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Master's Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration or a closely related health professional field may be substituted for one year of the required general experience.) (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration or a closely related field may be substituted for the two years of the required general experience.)

##### And

Education: Equivalent to graduation from college. (Additional qualifying experience in public health or health program administration may be substituted for the required education on a year-for-year basis.)

**THE POSITION:** This is the full journey level. Under direction, incumbents perform the more difficult and complex duties involved in the planning, implementation, monitoring and evaluation of health programs or projects. An Associate Health Program Adviser may have lead responsibility, serve as a team leader on studies or projects or discrete program areas, or plan and perform staff work for health-related advisory committees.

**EXAMINATION INFORMATION:** This examination will consist of a Qualification Appraisal Interview weighted 100%. The interview will include a number of predetermined, job-related questions. In order to obtain a position on the eligible list a minimum rating of 70% must be attained the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each candidate's:

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**A. Knowledge of:**

1. Public health, mental health and health care services programs and trends
2. Problems and procedures involved in establishing community relationships
3. Methods of preparing reports
4. Research and survey methods

**B. Ability to:**

1. Assist in development of public health and health care projects
2. Apply health regulations, policies and procedures
3. Participate in monitoring and evaluating health programs and projects
4. Gather, analyze and organize data related to health programs
5. Speak and write effectively
6. Act as a program liaison with staff in other programs at the Federal, State, and local level
7. Assist in planning, conducting and evaluating of field projects
8. Recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes
9. Analyze proposed legislation, regulations and health program standards
10. Provide consultation and technical assistance to local agencies
11. Serve on task forces and committees as a program representative

**ELIGIBLE LIST INFORMATION:** The list will be used to fill positions in Sacramento and will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veteran's preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the CPS Human Resource Services (916) 263-3624 ext. 3115 three days prior to the oral test date if he/she has not received his/her notice.

**For an examination without a written feature,** it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 445-8004 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the test due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care's web site @ <http://wp.dmhc.ca.gov/jobs/> and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Location:** Ordinarily, oral interviews are scheduled in Sacramento. However locations of interviews may be limited to or extended as conditions warrant.

**Eligible List:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multidepartmental promotional 4) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis

**DEPARTMENT OF MANAGED HEALTH CARE****980 Ninth Street, Suite 500****Sacramento, CA 95814****(916) 445-1828****California Relay (Telephone) service for the deaf or hearing impaired:  
From TDD Phone 1-800-735-2929 From Voice Phone 1-800-735-2922**